

City of College Park
FY2013 Community Services Grant Criteria
(Deadline: Tuesday, December 18, 2012, 5:00 pm)

PURPOSE AND ELIGIBILITY

The purpose of the City of College Park Community Services Grant is to provide opportunities for community-based programs and projects within the City of College Park. The City of College Park believes that supporting community activities enhances the community as a whole. The City will provide grants to fund programs and activities that promote enhanced community opportunities for its residents. The maximum community services grant award per organization for fiscal year 2013 is **\$2,500**. Community services grants are only awarded to organizations, not to individuals.

Core Values

By their grant-funded programs and activities, successful applicants will address as many of the following core values as possible:

- a. Serve to maintain, improve and enrich the quality of life in the City
- b. Celebrate, respect and build upon the legacy and ideals of the City
- c. Seek to enhance the cultural, artistic, recreational, social or environmental vitality of the City
- d. Provide a positive impact on the City and/or its residents
- e. Address identifiable community needs
- f. Complement City policies identified in the City's Comprehensive Plan, Housing Plan or other stated program goals
- g. Create community enhancement models that can be replicated by other organizations within the City
- h. Collaborate with other organizations where possible
- i. Secure additional funding from sources other than the City grant

Strategic Priorities

Grants awarded may:

1. Support collaborative initiatives that increase partnerships between community residents and public or private agencies
2. Improve neighborhood quality of life
3. Support recreational activities for College Park youth
4. Increase voter registration and turnout
5. Encourage businesses to provide assistance to community-based organizations
6. Celebrate the diversity of the College Park community
7. Support and/or improve educational opportunities for College Park children
8. Support life-enhancing activities for children and/or adults
9. Build civic education (Definition: A well-informed, competent citizenry, comprised of people of all ages, must develop the values, knowledge and skills that will contribute to the greater good and civic health of their community.)
10. Increase community volunteerism
11. Provide operating funds for an organization whose programs meet one or more of the above listed priorities

ORGANIZATIONS INELIGIBLE FOR THIS GRANT PROGRAM

- § Any organization receiving a direct or beneficial grant from the City of College Park during this fiscal year.
- § Any fire company receiving a Fire Department Capital Equipment Grant from the City of College Park during this fiscal year

APPLICATIONS

- § All applications must be submitted on the prescribed form. Only one copy of the application is required. In order to be considered, all sections of the application must be completed. If sections or questions are not applicable, please indicate so with N/A.
- § Requested information may be provided on separate sheets as long as the separate sheets reference the appropriate section and question numbers.
- § You may attach additional printed information, such as brochures, participant lists, volunteer lists, etc.
- § Materials submitted with applications will not be returned.
- § All goals must be defined in the application and be measurable.
- § Delineate in budget narrative/justification the breakdown of expenses in each line item
- If this program existed previously, provide history of prior effectiveness.

APPLICATION SUBMITTAL

All grant applications must be received no later than Tuesday, December 18, 2012 at 5:00 pm, addressed as follows:

Director of Finance
City of College Park
4500 Knox Road
College Park, Maryland 20740-3390

Applications may be mailed or hand delivered to the above address, e-mailed to sgroh@collegeparkmd.gov or FAXed to 301-864-8941. To expedite processing, a signed hold harmless agreement should be submitted along with your application.

Questions on application submittal should be directed to Steve Groh, Director of Finance, at 240-487-3510, FAX 301-864-8941, E-mail: sgroh@collegeparkmd.gov.

SELECTION PROCESS

Proposals that do not strictly adhere to the application guidelines will not be considered. Review and award of grants will be based on the program's measurable impact on the City of College Park and its residents. Collaboration with other organizations and availability of outside funding (from sources other than the City grant) is encouraged. During the grant review process, points will be awarded for various criteria (as identified on the application form). Upon final decision on the grant application by the City Council, you will be notified of the result.

A Mayor & Council-appointed subcommittee will review the grant applications and make a grant award recommendation to the full Council. Worksession review of community services grant applications by Mayor & Council is tentatively scheduled for January 2, 2013. It is not necessary for you to have a representative present at the worksession.

GRANT ADMINISTRATION

Unless other arrangements are made with the Director of Finance, grant awards will be disbursed to the recipient organizations by check following Mayor & Council award. If requested, grant awards can be used to reimburse individuals or entities for grant-related expenses.

Activities covered under this FY2013 grant are expected to be concluded by June 30, 2013. If this deadline cannot be achieved, an extension request may be submitted to the Director of Finance by June 30, 2013. Grant awards not implemented during the fiscal year will lapse unless an extension has been granted.

FINAL GRANT REPORT

Following conclusion of activities under this grant, a final report must be submitted to the Director of Finance by September 13, 2013 on the prescribed form (which will be available on the City's website). Failure to file final grant reports will adversely affect future grant requests.

The final grant report should include the following information on the prescribed form:

1. General information
2. Outline of the goals and objectives you set out to accomplish through your program and report outcomes
3. Describe the program activities conducted in order to achieve these objectives. Were there any unanticipated changes to the program? If so, why? How did you implement these changes?
4. Did you meet your goals? If not, why not?
5. Budget comparison – compare budget to actual expenditures and explain any significant differences

FY2013 PROJECTED GRANT TIMETABLE

Grant applications distributed	Friday, November 16, 2012
Grant application deadline	Tuesday, December 18, 2012 at 5:00 pm
Subcommittee review of grant applications	late December 2012
Worksession review of applications by City Council	Wednesday, January 2, 2013
Grant award by City Council	Tuesday, January 8, 2013
Grant disbursement, assuming hold harmless agreement has been received	Friday, January 11, 2013
Conclusion of FY2013 grant activities, or submit request for extension	June 30, 2013
Final grant report due	September 13, 2013